

AMENDMENT TO CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

Released under the Access to Information Act
Communiqué en vertu de la Page: 1
Loi sur l'Accès à

SPIRIT	STAFFIN	G & CONSULTING IN		PST N° - N° de TPS As per standing offe Selon l'offre permai	er	Contac	t - Personne-ressou nie Champagne	ırce	Tel. No - N° 0	du Tél.	Fax. No N° de te	élécop. Ordei N° de	No. la commande 00374088
OTTAW CANAD	ALHOUS A ON K1 A	ΪΝ ႗Ċτ		Standing offer No N° d'o		I.	Amendment No.	N° de la m	odification		llue - Valeur précédent		idm. date - Date de la commande /03/2018
Vendor # - N°	fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No N° de	télécop.	Inc./Dec Aug./	/Dim.		Revised valu	ue - Montant révisé	Date	required - Demandé pour le
1250275							2,874	4.00		9,	627.90		pour le
Item No. No. Poste			Descrip Descrip					U of I U de D		antity antité	Unit Price Prix unitaire	Disc. Esc.	Ext.Price Prix calculé
00010	*** Text ch -Finan	of payment changed *** cial Management Junior otion changed *** cial Management Junior	Delivery date - Da	ate de livraison Day 03/3	:1/2018			\$	6	5,753.900 2,874		1.00	6,753.90 2,874.00
		em *** al Codes / Code financier 0420- A4121-56403- A000	·	ate de livraison Day 04/3	10/2018								
	The cur	rency of this P.O. is - La dev	vise de ce bon est	== : CAD ==									
Delivery Addr	ess - Adresse	de livraison		Invoicing address - Adresse de f	facturation			FO	B - FAB			Amount - Montai	nt / CAD
13TH FL 10 RUE	Mark Town	SETS MGMT DIVISION F & NORTHERN DEV. GTON RM 150 (1A 0H4		MATERIEL & ASSE ABORIGINAL AFF 13TH FL 10 RUE WELLING GATINEAU QC K1	TON RM 150		N . CAN.		ms of payment lirect Depos		palement ys - Pmtmthd 'B	T. taxes - T. taxe	1,441.78 tant T. / CAD
To the Suppl	ler: Your standi	ng offer referred to above is hereby a	crented. You shall suppl	v the services of neconnel as si	necified hereunder an	d in accorda	nce with the terms a	Ce	rtified pursuant t	to subsection32	(1) of Financial Admir (1) de la Loi sur la ge	nistration Act	11,069.68
conditions set Au fournisse énoncées dan	out in the stand ur: Votre offre à s l'offre à comm	ling offer. You shall only supply the s commandes mentionnée ci-haut est landes. Vous ne devez foumir, en vel	services included in the s par la présente acceptér rtu de cette commande, d	anding offer against this call-up. e. Vous devez fournir les service que les services stipulés dans l'o	es du personnel précis offre à commandes.	és ci-aprés,	selon les conditions	8	Pec In	Mic &	Honrova C)	иыцисэ.
		n accordance with the instructions in t es instructions énoncées dans l'offre à			-			s	Signature (M.		bligatoire) prouvé pour le Ministre	Date	9
•	additiona! instru ilter les instructi	ctions if any. ons additionelles s'il y a lieu.						1	anelo	Alwa	4	2018	- 04-03
								s	ignature (M	andatory-Ol	bligatoire)	Date)

A0458341_1-000001



AMENDMENT TO CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

Released under the Access to Information Act Communiqué en vertu de la Page: 2 Loi sur l'Accès à l'information

Order No. N° de la commande 4500374088

AMENDMENT 1 - Extension from April 1,2018 to April 30,2018 =\$2,874.00

Stream 5 Professional Services Sub Stream 5A Finance Classification:Financial Management Junior

Start date:January 24,2018 End date:March 31, 2018

Hours of work:8:00 am to 5:00 pm or 8:30 to 5:30 (TBD with PA) Location of work:10 Wellington,Gatineau,QC Upon arrival please contact: Lise Lapointe 819-994-7379

Resource:Irena Koruga

=\$6,753.90

-	Aboriginal Affairs and
T	Northern Development Canada

CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

Signature (Mandatory-Obligatoire)

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Date

Canada

To: - A:				PST N° - N° de TPS		Contac	- Personne-ressou	Irce	Tel. No - N° d	tu Tál	Fax. No N° de t	Alácon	Order N	
SPIRIT B-173 [STAFFIN	G & CONSULTING INC	Ö. ;	As per standing offer Selon l'offre permane			ie Champagn		819-934-		819-953-772	,	i .	o. commande)374088
LOTTAN	/A ON K1	<u>N</u> 7C7		Standing offer No N° d'offr	re permanente		Amendment No	N° de la m	odification	Previous Val	ue - Valeur précéden	te	Order da	ite - Date de la commande
CANAD	PA '			E60ZN-110002/004	/ZN								01/1	8/2018
Vendor # - N	° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No N° de té	elécop.	Inc./Dec Aug.	/Dim.		Revised valu	e - Montant révisé			uired - Demandé pour le 1/2018
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Item No. No. Poste		•	Descript Descript					U of I U de D		antity antité	Unit Price Prix unitaire		Disc. Esc.	Ext.Price Prix calculé
00010	-Finan	cial Consultant						\$		5,753.900		1.00		6,753.90
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, ,		SETS MGMT DIVISION F & NORTHERN DEV.	CVV						,,,,,,			·		6,753.90
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GATINE	AU QC	(1A 0H4	. 11	I3TH FL 10 RUE WELLINGT	ON RM 150			'	101 00		•	T. Amou	nt - Montar	•
	٠			GATINEAU QC K1A	A UH4						•			7,765.30
		ng offer referred to above is hereby ac ling offer. You shall only supply the se			cified hereunder and i	n accordar	ice with the terms a	and Ce	ertified pursuant t ertifié en vertu du	o subsection32(paragraphe 32)	1) <i>of Financial Admii</i> 1) de la <i>Loi sur la ge</i>	nistration Ac stion des fii	ances pub	liques.
1		commandes mentionnée ci-haut est p nandes. Vous ne devez foumir, en vert				ci-aprés, s	selon les conditions		, , ,		.1	^		
	ť		.•		•			1_0			Approva	<u>L</u>		
		n accordance with the instructions in the es instructions énoncées dans l'offre à	<u>-</u>		•				Signature (M				Date	
financier.	raciores selui II	o monuciono enoncees dans i ome a	Commandes et (ou) CI-Na	aut. Toutes les lactures doivent p	porter la numero de la	ielelice de	, oille et le code	Ar	proved for the M	inister App	rouvé pour le Ministre	9		
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Please verify	additional instru	ctions if any.						74	\(\sigma_0\)	00	000	J	AN 18	3 2018
Veuillez cons	ulter les instructi	ons additionelles s'il y a lieu.		•				1	ヘノノ	くノン				

A0458341_3-000003



CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

Released under the Access to Information Act Communiqué en vertu de la Loi sur l'Accès à l'information

> Order No. N° de la commande **4500374088**

Stream 5 Professional Services
Sub Stream 5A Finance
Classification:Financial Management Junior

Start date:January 24,2018 End date:March 31, 2018

Hours of work:8:00 am to 4:00 pm or 8:30 to 4:30 (TBD with PA) Location of work:10 Wellington, Gatineau, QC Upon arrival please contact: Lise Lapointe 819-994-7379

Resource:Irena Koruga

=\$6,753.90



CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Released under the Access to Information Act
Communiqué en vertu de la
Loi sur l'Accès à
l'information

Page: 1

PROLOG 75 ALBE	GIC SYST	TEMS LIMITED NIT_206		PST N° - N° de TPS As per standing offer Selon l'offre permane			- Personne-ressourah Cacciato	irce	Tel, No - N° d		Fax. No N° de té	`	1	o. commande 0374469
CANADA	VON K1	P 5E7		Standing offer No N° d'offre E60ZN-110002/SO1			Amendment No.	N° de la m	odification	Previous Vali	ue - Valeur précèdents	*		ate - Date de la commande 5/2018
Vendor # - N° fo 1263406	ournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No N° de té	Hécop.	Inc./Dec Aug./	Dim.		Revised valu	e - Montant révisé		Date req	juired - Demandé pour le
Item No. No. Poste			Descrip Descrip		*			U of I U de D		antity antité	Unit Price Prix unitaire		Disc. Esc.	Ext.Price Prix calculé
00010	-ACCC	UNTING CLERK		ate de livraison Day 01/08/				\$		6,237 2,772		.00		6,237.00 2,772.00
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ABORIGI 10 WELL GATINEA	INGTON	COUNTING & REPOR F & NORTHERN DEV. I ST / RM 1139 (1A 0H4		CORPORATE ACCO ABORIGINAL AFF & 10 WELLINGTON S' GATINEAU QC K1 <i>A</i>	OUNTING & F & NORTHERN T / RM 1139 A 0H4	REPOF V DEV.	RTING CAN.		ems of payment Direct Deposi		palement ys - Pmtmthd 'B'		- T. taxes /	9,009.00 1,349.10 nt T. / CAD 10,358.10
basis and in act Each shipment Au fournisseur aux prix ou sele services figurar doivent tous po	cordance with shall be accorded to the according to the a	ng offer referred to above is hereby at the other terms and conditions stated npanied by a packing slip or delivery of the remainente, dont le numéro figure ci- is de prix et en conformité des autres permanente. Chaque envoi sera accor de la demande. ar on involces, B/L, packing lists, com it être indiqué sur les factures, les cor	I in the standing offer. Or slip. All invoices, shipple haut, est acceptée selon conditions stipulés dans mpagné d'un bordereau espondence and outside	nly goods and services included in ng bills and packing slips must sho les modalités suivantes: Vous ête l'offre permanente. Ne seront four d'emballage ou d'expédition. Les formantes e containers.	the standing offer sha we the order number, es prié de fournir les b rnis en vertu de la pré- factures, connaisseme	all be suppli liens ou ser sente comm ents et bord	ed against this call vices indiqués ci-hande que les bien	-up. aut set e	A Signature (M)	≥< andatory-Ol	(1) of Financial Admin (1) de la Loi sur la ges Digatoire) orouvé pour le Ministre		Date	oliques.
Please verify ac	ddional instru				.0458341_5-0000				Signature (M.	andatory-Ot	pligatoire)	<u> </u>	Jate C	anadä



CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Released under the Access
to Information Act
Communiqué en vertu de la
Loi sur l'Accès à
l'information

Page: 2

Order No. N° de la commande 4500374469

TEMPORARY HELP SERVICES

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK

NAME OF RESOURCE(S): GUY TREMBLAY, YVES LEGARE

HOURLY RATE: 7.5 HOURS X 65 DAYS

CONTRACT PERIOD: JANUARY 29, 2018 TO APRIL 20, 2018



CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

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to Information Act
Communiqué en vertu de la
Lot sur l'Accès à
l'information
Page: 1

QUANTL 275 SLA	IM MAN	AGEMENT SERVICES 500 P 5H9	SLTD	PST N° · N° de TPS As per standing offe Selon l'offre perma	nente		- Personne-ressou orah Cacciato		Tel. No - N° c 819-956-	3606	Fax. No N° de té 819-953-772	4	der No. de la commande 500374472
OTTAWA CANADA	ON K1	P 5H9		Standing offer No N° d'o			Amendment No	o Nº de la m	odification	Previous Val	ue - Valeur précèdente		der date - Date de la commande)1/25/2018
Vendor # - N° (1247134	ournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Têl.	Fax. No N° de I	ėlėcop.	Inc./Dec Aug.	/Dim.		Revised valu	e - Montant révisé	Da	te required - Demandé pour le
Item No. No. Poste			Desci Desci					U of I U de D		antity antité	Unit Price Prix unitaire	Dis Esc	
00010	-ACC	DUNTING CLERK		Date de livraison Day 03/3 Date de livraison Day 04/2				s	***************************************	3,193.130 2,752.500	***************************************	.00	6,193.13 2,752.50
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basis and in ac Each shipment Au tournisseu aux prix ou seld services figurar doivent tous po	cordance with shall be acco or: Votre offre on les modalit it dans l'offre inter le numéro	ling offer referred to above is hereby a the other terms and conditions stated impanied by a packing slip or delivery permanente, dont le numéro figure ci- és de prix et en conformité des autres permanente. Chaque envoi sera acco o de la demande.	t in the standing offer. slip. All invoices, ship haut, est acceptée sel conditions stipulés da mpagné d'un borderea	Only goods and services included ping bills and packing slips must s on les modalités suivantes: Vous ns l'offre permanente. Ne seront fa tu d'emballage ou d'expédition. Le	I in the standing offer shinow the order number, êtes prié de fournir les ournis en vertu de la pri	nall be suppi biens ou se ésente com	ied against this cal rvices indiqués ci-t mande que les bier	naut ns et ge	ertified pursuant ertifié en vertu du Asignature (M pproved for the M	<u>)。へ</u> ご landatory-0	2(1) of Financial Admir 2(1) de la Loi sur la ges bligatoire) prouvé pour le Ministre	D	ate
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,		ocnors it any. tions additionelles s'il y a lieu.			A0458341_7-00	0007			Signature (M	landatory-O	bligatoire)		Canada



CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Released under the Access to Information Act Communiqué en vertu de la Loi sur l'Accès à l'information

Page: 2

Order No. N° de la commande 4500374472

TEMPORARY HELP SERVICES

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK

NAME OF RESOURCE: ROBERT LEBRUN

HOURLY RATE: 7.5 HOURS X 65 DAYS

CONTRACT PERIOD: FEBRUARY 1, 2018 TO APRIL 20, 2018



Veuillez consulter les instructions additionelles s'il y a lieu.

AMENDMENT TO CALL UP ACAINST A STANDING OFFED

Released under the Access to Information Act Communiqué en vertu de la

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		Development Canada		AMENDEMENT D	E COMMAND						NENTE	Loi sur l' l'informa	
To:-A: DYNAM	I <u>C PERS</u>	ONNEL		PST N°- N° de TPS As per standing offe Selon l'offre permar			- Personne-ressonah Cacciato	ource	Tel. No - N° 819-956		Fax. No N° de têle 819-953-7721	W. q	er No. le la commande 500374476
420 O'C OTTAW CANAD	A ON K2	ST UNIT 1400 P 1W4		Standing offer No N° d'of E60ZN-110002/SC	ffre permanente		Amendment No	o Nº de la	modification		Lue - Valeur précédente	Ame	endm. date - Date de la commande 2/13/2018
Vendor # - N° 1234000	fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tèl.	Fax. No N° de té	élécop.	Inc/Dec Aug. 38,57	79.40-			ue - Montant révisé 0.00	Date	required - Demandé pour le
Item No. No. Poste				ription ription				U of I		antity antité	Unit Price Prix unitaire	Disc Esc.	
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00020	-ACCC	ancelled *** DUNTING CLERK Mat, Number/Art, Fournisseu	ur:	Date de livraison Day 03/3 Date de livraison Day 04/2				9		4,260.240	0.	00	0.00
CORPO	ess - Adresse RATE AC	CCOUNTING & REPORT NORTHERN DEV	RTING . CAN.	Invoicing address - Adresse de f		nena:	TIMO	***************************************	FOB - FAB			Amount - Mont	0.00
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basis and in a Each shipmen Au fournlesse aux prix ou se services figure doivent tous p	iccordance with it shall be acco iur: Votre offre slon les modaliti ant dans l'offre ionter le numéro	ing offer referred to above is hereby at the other terms and conditions stated impanied by a packing slip or delivery permanente, dont le numéro figure ciés de prix et en conformité des autres permanente. Chaque envoi sera accord de la demande.	d in the standing offer, slip, All invoices, ship- haut, est acceptée se s conditions stipulés de ompagné d'un bordere	Only goods and services included pring bills and packing slips must st lon les modalités suivantes: Vous and ans l'offre permanente. Ne seront for au d'emballage ou d'expédition. Le	in the standing offer shi how the order number. êtes prié de fournir les b ournis en vertu de la pré	all be suppi biens ou se esente com	lied against this ca rvices indiqués ci-l mande que les bie	all-up. haut ens et	Certified pursuant Certifié en vertu d Asignature (N Approved for the	Aahdatory-C	2(1) of Financial Admini 2(1) de la Loi sur la ges Diligatoire) prouvé pour le Ministre	stration Act tion des finances Da	
Le numero de		oit être indiqué sur les factures, les co							3)/	40	<u> </u>	s I	26/3/18
4.4		1 1/2 0 40 4			A0458341 9-00	00009			Signature (A	nandatory-C	voligatoire)	Da	te

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AMENDMENT TO CALL-UP AGAINST A STANDING OFFER AMENDEMENT DE COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Released under the Access to Information Act Communiqué en vertu de la Loi sur l'Accès à l'information

Page: 2

Order No. N° de la commande 4500374476

m No.	Description				
D. Poste	Description	U of I U de D	Quantity Quantité	Unit Price	Disc. Ext.Price
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Amount - Montant / CAD

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T. taxes - T. taxes / CAD

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T. Amount - Montant T. / GAD

0.00



AMENDMENT TO CALL-UP AGAINST A STANDING OFFER AMENDEMENT DE COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Released under the Access to Information Act Communiqué en vertu de la Loi sur l'Accès à l'information

Page: 3

Order No. N° de la commande 4500374476

AMENDMENT #1: RICHARD MUAMBA BEING REPLACED BY SIMONE MERCUER. CONTRACT START DATE FOR SIMONE MERCUER IS FEBRUARY 5, 2018 TO APRIL 20, 2018.

ORIGINAL CALL-UP

TEMPORARY HELP SERVICES

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK NAME OF RESOURCE(S): RICHARD MUAMBA AND ROBERT GROULX

HOURLY RATE: X 7.5 HOURS X 65 DAYS

CONTRACT PERIOD: JANUARY 29, 2018 TO APRIL 20, 2018



AMENDMENT TO CALL-UP AGAINST A STANDING OFFER

Released under the Access to Information Act Communiqué en vertu de la Loi sur l'Accès à l'information

Canada

				AMENDEMENTO	E COMMAN	DE SU	BSEQUENT	TEAUN	E OFFRE	PERMA	NENTE		Page 1
To: - A:	~			PST N° - N° de TPS		Contac	t - Personne-resso	urce	Tel. No - N°	du Tél.	Fax. No N° de télé		er No.
DYNAMI CONSUL	TANTS			As per standing offi Selon l'offre perma	nente	Deb	orah Cacciato		819-956-	3606	819-953-7721	1	e la commande 500374476
LOTTAW	A ON K2	ST UNIT 1400 P 1W4		Standing offer No N° d'o	offre permanente		Amendment No	o Nº de la m	odification	Previous Va	lue - Valeur précédente	Ame	ndm. date - Date de la commande
CANADA	1	·		E60ZN-110002/S0	01		009				0.00	02	2/13/2018
Vendor # - N° I	loumisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel, No - N° du Tél.				***************************************					
1234000				rei, No - N du rei.	Fäx. No N° d∈	a telecop.	Inc./Dec Aug			Revised value	ue - Montant révisé	Date	required - Demandé pour le
							8,37	'9.00		8,	379.00		
Item No.			Descr	iption				Uofi	Qu	antity	Unit Price	Disc.	Ext.Price
No. Poste	***************************************		Descr	iption				U de D	Qu	antité	Prix unitaire	Esc.	Prix calculé
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00030	-ACCC	UNTING CLERK						s		5,538	1.6	00	5,538.00
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AMENDMENT TO CALL-UP AGAINST A STANDING OFFER AMENDEMENT DE COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Released under the Access to Information Act Communiqué en vertu de la Loi sur l'Accès à l'information

Page 2

Order No. N° de la commande 4500374476

AMENDMENT #2: ROBERT GROULX WAS TERMINATED ON FEBRUARY 6, 2018 AND WILL NOT BE REPLACED.

AMENDMENT #1: RICHARD MUAMBA BEING REPLACED BY SIMONE MERCUER. CONTRACT START DATE FOR SIMONE MERCUER IS FEBRUARY 5, 2018 TO APRIL 20, 2018.

ORIGINAL CALL-UP

TEMPORARY HELP SERVICES

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK NAME OF RESOURCE(S): RICHARD MUAMBA AND ROBERT GROULX

HOURLY RATE: X 7.5 HOURS X 65 DAYS

CONTRACT PERIOD: JANUARY 29, 2018 TO APRIL 20, 2018



CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Released under the Access to Information Act Communiqué en vertu de la Lot sur l'Accès à l'information Page; 1

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CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Released under the Access to Information Act Communiqué en vertu de la Loi sur l'Accès à l'information

Page: 2

Order No. N° de la commande 4500374476

TEMPORARY HELP SERVICES

s.20(1)(c)

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK NAME OF RESOURCE(S): RICHARD MUAMBA AND ROBERT GROULX

HOURLY RATE: X 7.5 HOURS X 65 DAYS

CONTRACT PERIOD: JANUARY 29, 2018 TO APRIL 20, 2018



AMENDMENT TO CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

Released under the Access
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AMENDMENT TO CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

Released under the Access to Information Act
Communiqué en vertu de la Loi sur l'Accès à l'information

Order No. N° de la commande 4500375551

THS/SO - CALL-UP:

Amendment #1:

Date extension: June 29, 2018 Number of working days: add

Original Call-up:

Stream and Classification: 1 Office Support, Clerk, Records Management, Senior Level

Number of Resources: 2

Resources# Name: Clement Nzeyimana and Marie Micheline Laurence Plante

Hourly Rate:

Number of Weeks:

Number of Working Days:

Number of Hours per Week: 37.5

Hours of Work: 8:00 to 4:00 p.m. (flexible)

Location of Work: 25 Eddy Street, 7th Floor, Room 070, Gatineau, Quebec K1A 0h4

Start Date: Monday, February 19, 2018

End Date: Thursday, March 29, 2018 **with option to extend the call-up until May 25, 2018 inclusive**,

This is due to the Impact of Ontario Provincial Bill C-148 on Temporary Help Services method of supply in the National Capital Region. Equal Pay for Equal Work takes effect on April 1, 2018, including other changes. Public Services and Procurement Canada is continuing to look at the impact this Bill will have. In the meantime and until further notice, it is recommended that upcoming THS contracts and call- ups have an end date of no later than March 31, 2018. Further direction will be provided in the near future.

DEPARTMENTAL REPRESENTATIVE:

Julie Renaud, 819-934-1194, julie.renaud@irsad-sapi.gc.ca

PLEASE SEND ALL INVOICES TO:

Patrice McCoy, 25 Eddy Street, 7th Floor, Gatineau, Quebec, K1A 0H4, 819-743-5766, patrice.mccoy@irsad-sapi.gc.ca

THS/SO RIGHT OR FIRST REFUSAL /RFA REFERENCE NUMBER: 1000197945



gouvernementaux Canada

PURCHASING OFFICE - BUREAU DES ACHATS

Department of Indian Affairs and Northern Development (DIAND) 10 rue Wellington, 13th Floor Gatineau, QC K1A 0H4

CONTRACT - CONTRAT

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

Name and Address of Contractor Nom et adresse de l'entrepreneur

QMR Staffing Solutions Inc. 75 Albert Street, Suite 906 Ottawa, ON K1P 5E7



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	Page 1	of de 13								
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Address inquiries to: - Adresser toute	imande de rensi	eignements a :								
Shuo.Chen@canada.ca										
Area code and Telephone No. Facsimile No.										
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Contract # 4500376031

The Contractor's THS Supply Arrangement (SA) no. EN578-060502/221/ZT and Annexes are hereby incorporated into and form part of this Contract by reference.

Requirement Summary

1. Statement of Work

This Contract is being issued for the requirement of one (1) Intermediate Financial Advisor (Sub-Stream 5a, Financial Management) for the Department of Indian Affairs and Northern Development (DIAND) under the THS (SA) method of supply. The work to be performed is detailed under Appendix "A" Statement of Work.

2. Classification of Personnel Required; in accordance with THS Supply Arrangement

Below is a list of the classification of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement. The following table lists the name of the THS resource; information regarding the THS requirement; and Firm hourly.

Name of Resource.	Stream & Classification /Sub Classification	Required Personnel Security screening	Bilingual (Y/N)	(E) Level of Expertise	(F) Maximum No. of Hours	(G) Hourly Rate (GST/HST extra)	(I) Total Cost [F x G]
Edward (Eddie) Vlasblom	Stream 5a – Financial Management	Reliability Status	Y	Intermediate			\$175,212.00
			ita-aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa		Total Cost (ta	ıxes extra): \$	175,212.00

* Definition of a Day/Proration:

A working day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours worked x Applicable firm per diem rate 7.5 hours

- a. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- b. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

3. Work Location

10 Rue Wellington, Gatineau, QC K1A 0H4

Articles of Agreement

1. Security Requirement

PWGSC File# Common-PS SRCL # 6

1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

- 1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/ PWGSC.
- 1.3 The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 1.5 The Contractor must comply with the provisions of the:
 - THS Generic Security Requirements Check List EN578-060502-SA1, EN578-060502-SA2, attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
 - 2. Security Requirements Check List and security guide (if applicable), attached at Annex "B":
 - 3. Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work.

THS resource must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise.

Classifications Table of Contents (Version 1)

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from March 1, 2018 to November 30, 2018 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional 24 week period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

Shuo Chen

Senior Procurement Officer
Materiel and Assets Management Directorate
Department of Indian Affairs and Northern Development
10 rue Wellington, Gatineau, QC, K1A 0H4

Page 3 of 13

Released under the Access to Information Act Communiqué en vertu de la Loi sur l'Accès à L'information

Contract # 4500376031

Telephone: 819-997-0407 Facsimile: 819-953-7721

E-mail address: Shuo.Chen@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

Jean Philippe Simard

Director, Transfer Payments Advisory Services
Department of Indian Affairs and Northern Development
10 rue Wellington, Gatineau, QC, K1A 0H4

Telephone: 819-994-6408 Facsimile: 819-953-8475

E-mail address: jeanphilippe.simard@canada.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Kristina Kanjilal

Director, Sales
QMR Staffing Solutions Inc.
75 Albert Street, Suite 906
Ottawa, ON K1P 5E7
Telephone: (613) 234-4972

Facsimile: (613) 234-6654

E-mail address: kristina.kanjilal@gmrconsulting.com

6. Payment

6.1 Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

6.2 Limitation of Expenditure

- Canada's total liability under the Contract will not exceed \$175,212.00, GST or HST extra.
- 2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work,

Page 4 of 13

whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

- 1. All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- 2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

■ Direct Deposit

7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

8. Sultability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

9. Access to Canada's Facilities

- 1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
- 2. Access to the following Canada facilities, equipment, documentation and personnel may be required

during the Contract period in order to perform the Work:

- i. Designated User's premises:
- ii. Designated User's computer systems (micro computer network);
- iii. Documentation:
- iv. Personnel for consultation: and.
- v. Office space, telephones, desk space, manuals and terminals.
- Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
- 4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9088C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification
C0705C	2010-01-11	Discretionary Audit

12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

13. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- 1. the Articles of Agreement:
- 2. 2010B (2016-04-04) Conditions Professional Services (Medium Complexity):
- 3. Annex "A" Statement of Work;
- 4. Annex "B" Security Regulrements Check List:
- 5. the Contractor's THS Supply Arrangement (SA) no. EN578-060502/221/ZT:
- 6. the Contractor's bid dated January 29, 2018.

ANNEX "A" - STATEMENT OF WORK

1. TITLE

Financial Management Consultant (THS)

2. BACKGROUND

The Department of Indian Affairs and Northern Affairs Canada (DIAND), Transfer Payments Advisory Services (TPAS) unit provides ongoing advisory and support services to clients, both internal and external to the Department, who are mandated to provide effective, high quality services which benefit the Indigenous communities it serves.

The TPAS unit provides advisory and support services through the ongoing development and refinement of its policies, directives, guidebooks etc., and other related activities, including the:

- Development of National Funding Agreements Models
- Development of Guidelines, Information Bulletins and Best Practices
- Enhancement of Stakeholders' Engagement
- Establishment of Funding Agreement Service Standards
- Grants and Contributions Information Management System (GCIMS)
- Integrated Management Control Framework for Grants and Contributions
- National Monitoring, Compliance and Reporting
- National Oversight on Grants and Contributions Management
- Recipient Audit Plan
- National Transfer Payment Management Training

3. OBJECTIVE

The Contractor to provide services to TPAS: Financial Management Consultant (Stream 5a), Intermediate Financial Advisor.

4. SCOPE OF WORK

- To support the development of new policies, directives and related materials in alignment with the Government of Canada initiatives pertaining to the New Fiscal Relationship with Indigenous communities;
- Inter and intra-departmental consultations on policy related initiatives;
- Ongoing revision and refinement of DIAND's existing policy suite pertaining to Transfer Payments and Grants and Contributions management practices;

5. TASKS AND DELIVERABLES

The scope of the work will include, at a minimum, the:

- New policies, directives and related materials in alignment with the Government of Canada initiatives pertaining to the New Fiscal Relationship with Indigenous communities;
- revision and refinement of DIAND's existing policy suite pertaining to Transfer Payments and Grants and Contributions management practices;
- Proposals for new government regulations, policies, directives and guidelines pertaining to Grants and Contributions; management in alignment with the frameworks of Treasury Board Secretariat, OAG etc.;
- Support / training to clients regarding existing or revised policies, directives and guidelines pertaining to Grants and Contributions;
- Advice to clients regarding the financial and non-financial implications of changes in the Grants and Contributions programs;
- Advice and guidance to management on matters pertaining to Grants and Contributions reporting.

compliance, monitoring and control;

- Advisory services to ensure understanding, acceptance, uniform implementation of new or revised financial and operational management policies;
- Coordinating TPAS responses to the reports of the Auditor General and to other internal reports;
- Monitoring Grants and Contributions agreements to ensure that all terms and conditions are met;
- Timely deliverables to a quality standard acceptable to the Department.

6. RESOURCE REQUIREMENTS

A. LANGUAGE

The resource must have strong comprehension, Witten and oral English language skills (Bilingual can be an asset)

7. GREENING GOVERNMENT OPERATIONS

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

Furthermore, in June 2008 the <u>Federal Sustainable Development Act</u> was passed to provide the legal framework for developing and implementing a Federal Sustainable Development Strategy that will make environmental decision making more transparent and accountable to Parliament. A Federal Sustainable Development Strategy is developed every three years that includes shrinking the environmental footprint of government operations. Green procurement is a key enabler of these objectives.

In accordance with the <u>Policy on Green Procurement</u> and Federal Sustainable Development Strategy, for this requirement:

General

- The Contractor is encouraged to offer or suggest green solutions whenever possible.
- b) The Contractor should consider the complete lifecycle of products and services provided to favor strategies, processes, and materials that assure sustainable development.
- c) The Contractor should use green meetings practices when conducting workshops and meetings.

 Guides to green meeting practices are available through Environment Canada and the United Nations Environment Program.

Travel

- a) The Contractor is encouraged to work off-site to reduce commuting requirements where security requirements allow.
- b) The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- c) Where transportation is required, the Contractor is encouraged to use environmentally preferred modes of transportation, where feasible.
- d) The Contractor is encouraged to use accommodations with environmental ratings: Contractors of the Government of Canada may access the <u>PWGSC Accommodation Directory</u> to search for accommodations with Green Key and/or Green Leaf ratings that will honor the pricing for Contractors.

Paper Consumption

a) The Contractor is requested to provide all correspondence including (but not limited to) their bid, documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Contracting Authority or Project Authority.

- b) Printed material is requested on paper that is EcoLogo certified or equivalent, certified as using fibre originating from a sustainably managed forest and/or minimum recycled content of 30%. Paper is also to be processed chlorine free, whenever possible.
- c) The Contractor should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Goods Used in Service Delivery

- a) It is desirable that the Contractor, in provisioning the Service, procure equipment, such as computer equipment, peripherals and telephony equipment that meet the most current environmental specifications used by the Government of Canada when procuring similar equipment, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers. Government of Canada environmental specifications can be found in the Green Procurement Plans available online or by contacting AchatsEcologiques.GreenProcurement@tpsqc-pwqsc.gc.ca.
- b) It is desirable that the Contractor, in provisioning the Service, procure equipment and implement solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers.
- c) The Contractor is required to use provincial e-waste recycling programs for the disposal of electronic assets owned by the Contractor and used to deliver the Service to Canada. In provinces where provincial programs do not exist or where equipment does not qualify for disposal by the provincial program, electronic assets should be disposed of via recyclers that have been approved under any other province's e-waste recycling program.

ANNEX "B" - SECURITY REQUIREMENTS CHECK LIST (SRCL)

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## CONTRACT

Page I of 13

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A 02 A 11	2018-03-26	))
Mailing Address	Contract No.	
10 Wellington	4500376719	
Gatineau, Quebec, K1A 0H4	Financial Code(s)	
CONTRACT		460000000000000000000000000000000000000
Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern	Destination(s) of Services 10 Wellington, Gatineau	ı, Quebec, K1A 0H4
Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out	Invoices are to be submitted aadnc.dpfugafinance-cfe	by Email to: obmufinance.aandc@canada.ca
therefor.		
The Contractor hereby accepts this contract	Address inquiries to: deborah.cacciato2@can	ada.ca
Person Authorized to Sign		
Name		
Title	Telephone Number	Facsimile Number
	(819) 956-3606	(819) 953-7721
<b>&gt;</b>	Total Estimated Cost	
Signature	\$130,312.50	
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Date (YYYYMMDD)	◯ Included	Excluded
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	For the Minister	
Return signed copy forthwith	Signing Authority Name	
Contractor	Deborah Cacciato	
Name	Signing Authority Title	400000000000000000000000000000000000000
	Senior Procurement C	Officer
Raymond Chabot Grant Thornton	DAO	2018-03-26
Address	Signature	
116 Albert Street, Ste 1000 Ottawa, Ontario K1P 5G3		Date (TTTMINDD)

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The Contractor's THS Supply Arrangement (SA) No. EN578-060502/331/ZN and Annexes are hereby incorporated into and form part of this Contract by reference.

#### Requirement Summary

#### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

## 2. Classification of Personnel Required; in accordance with THS Supply Arrangement

Below is a list of the classification(s) of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement.

The following table lists the name(s) of the THS resource(s); information regarding the THS requirement; and Firm hourly:

Name of Resource / Resource Ref No.	Stream number, Classification & Level of Expertise	Required Personnel Security screening	Bilingual (Y/N)	Firm Hourly rate	Estimated Total Hours	Total Estimated cost GST/HST extra
Sheila Silva	Stream 5A – Financial Management	Reliability	N			\$130,312.50
			***************************************		SUBTOTAL:	\$130,312.50

## 3. Work Location

Department of Indian Affairs & Northern Development 10 Wellington Gatineau, Quebec K1A 0H4

4. Estimated cost of travel and living expenses, if applicable.

N/A

## **Articles of Agreement**

## 1. Security Requirement

- 1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/ PWGSC.

- 1.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 1.5 The Contractor must comply with the provisions of the:
  - a) THS Generic Security Requirements Check List EN578-060502-SA1 attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
  - b) Industrial Security Manual (Latest Edition).

#### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work as per Annex A.

THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise. Classifications Table of Contents (Version 1)

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by <u>Public Works and Government Services Canada</u>.

## 3.1 General Conditions

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from April 3, 2018 to October 19, 2018 inclusive.

#### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Deborah Cacciato Senior Procurement Officer Department Of Indian Affairs & Northern Development 10 Wellington, 13th Floor, Rm. 169 Gatineau, Quebec K1A 0H4

Telephone: (819) 956-3606

Email: deborah.cacciato2@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### 5.2 Project Authority

The Project Authority for the Contract is:

Benoit Labelle Financial Advisor Department of Indian Affairs & Northern Development 10 Wellington Gatineau, Quebec K1A 0H4

Telephone: (819) 635-2920 Email: <u>benoit.labelle@canada.ca</u>

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 5.3 Contractor's Representative

Raymond Chabot Grant Thornton 116 Albert Street Ottawa, Ontario K1P 5G3

Attention: Jennifer Junop Telephone: (613) 760-3500, Email: @rcgt.com

#### 6. Payment

#### 6.1 Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

## 6.2 Limitation of Expenditure

- 1. Canada's total liability under the Contract will not exceed \$130,312.50, GST or QST extra.
- No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i, it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

## 6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

- All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- 2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

#### 6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

## **Payment by Credit Card**

Canada will pay invoices on contracts against the Supply Arrangement by:

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#### 7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

#### 8. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

#### 9. Access to Canada's Facilities

- 1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
- 2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
  - i. Designated User's premises;
  - ii. Designated User's computer systems (micro computer network);
  - iii. Documentation;
  - iv. Personnel for consultation; and,
  - v. Office space, telephones, desk space, manuals and terminals.
- 3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
- 4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

#### 10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### 11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification

C0705C

2010-01-11

**Discretionary Audit** 

#### 12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- 1. The Articles of Agreement;
- 2. 2010B (2016-04-04) Conditions Professional Services (Medium Complexity);
- 3. Annex A Statement of Work;
- 4. Annex B Security Requirements Check List;
- 5. The Contractor's THS Supply Arrangement (SA) No. EN578-060502/331/ZT; and,
- 6. The Contractor's bid dated February 21, 2018.

#### ANNEX A

#### STATEMENT OF WORK

#### 1. BACKGROUND

The Department of Indian Affairs and Northern Development Canada (DIAND), Transfer Payments Advisory Services (TPAS) unit provides ongoing advisory and support services to clients, both internal and external to the Department, who are mandated to provide effective, high quality services which benefit the Indigenous communities it serves.

The Transfer Payments Advisory Services unit provides advisory and support services through the ongoing development and refinement of its policies, directives, guidebooks etc., and other related activities, including the:

- Development of National Funding Agreements Models
- Development of Guidelines, Information Bulletins and Best Practices
- Enhancement of Stakeholders' Engagement
- Establishment of Funding Agreement Service Standards
- Grants and Contributions Information Management System (GCIMS)
- Integrated Management Control Framework for Grants and Contributions
- · National Monitoring, Compliance and Reporting
- National Oversight on Grants and Contributions Management
- Recipient Audit Plan
- National Transfer Payment Management Training

#### 2. SCOPE OF WORK

Duties may include but are not limited to undertaking:

- The development of policies, directives and related materials in alignment with the Government of Canada initiatives pertaining to the New Fiscal Relationship with Indigenous communities;
- Inter and intra-departmental consultations on policy related initiatives:
- Ongoing revision and refinement of DIAND's existing policy suite pertaining to Transfer Payments and Grants and Contributions management practices;
- Formulating of proposals for new government regulations, policies, directives and guidelines pertaining to Grants and Contributions management in alignment with the frameworks of Treasury Board Secretariat, Office of Auditor General, etc.:
- Providing advice regarding the financial and non-financial implications of changes in the Grants and Contributions programs;
- Providing advice and guidance to management on all matters pertaining to Grants and Contributions reporting, monitoring and control;
- Providing advisory services to ensure understanding, acceptance, uniform implementation and effectiveness of new or revised financial and operational management policies;
- Promoting acceptance of new grants and contributions practices, systems and procedures;
- Coordinating TPAS responses to the reports of the Auditor General or to internal stakeholders;
- Monitoring Grants and Contributions funding agreements to ensure that all terms and conditions are met:
- Support of the policy reviews pertaining to the predictability and sufficiency of funding as well as mutual accountability of Indigenous Recipients and the Department;

Provide timely deliverables to a quality standard acceptable to the Department such as responses
to client's requests; prepare PowerPoint presentations and/or decision notes to management,
provide analysis, etc.

## **ANNEX B**

# SECURITY REQUIREMENTS CHECKLIST

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## CONTRACT

Page I of 13

## **PURCHASING OFFICE:**

Department Name Department of Indian Affairs & Northern Development Mailing Address 10 Wellington Gatineau, Quebec, K1A 0H4 CONTRACT Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor The Contractor hereby accepts this contract Person Authorized to Sign Name Marco Perron Title CEO 2018/03/26 Date (YYYYMMDO) Return signed copy forthwith Contractor Name **Raymond Chabot Grant Thornton** Address 116 Albert Street, Ste 1000 Ottawa, Ontario

INAC File No. 1000198621	
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2018-03-26	
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Invoices are to be submitted by Email	to:
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Address inquiries to: deborah.cacciato2@canada.ca	
Telephone Number	Facsimile Number
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For the Minister	
Signing Authority Name Deborah Cacciato	
Signing Authority Title Senior Procurement Officer	
DACare	2018-03-26
Signature	Date (YYYYMMDD)

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The Contractor's THS Supply Arrangement (SA) No. EN578-060502/331/ZN and Annexes are hereby incorporated into and form part of this Contract by reference.

#### Requirement Summary

#### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

# 2. Classification of Personnel Required; in accordance with THS Supply Arrangement

Below is a list of the classification(s) of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement.

The following table lists the name(s) of the THS resource(s); information regarding the THS requirement; and Firm hourly:

Name of Resource / Resource Ref No.	Stream number, Classification & Level of Expertise	Required Personnel Security screening	Bilingual (Y/N)	Firm Hourly rate	Estimated Total Hours	Total Estimated cost GST/HST extra
Sheila Silva	Stream 5A – Financial Management	Reliability	N			\$130,312.50
	åå				SUBTOTAL:	\$130,312.50

#### 3. Work Location

Department of Indian Affairs & Northern Development 10 Wellington Gatineau, Quebec K1A 0H4

4. Estimated cost of travel and living expenses, if applicable.

N/A

#### **Articles of Agreement**

## 1. Security Requirement

- 1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/ PWGSC.

- 1.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 1.5 The Contractor must comply with the provisions of the:
  - a) THS Generic Security Requirements Check List EN578-060502-SA1 attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
  - b) Industrial Security Manual (Latest Edition).

#### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work as per Annex A.

THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise. Classifications Table of Contents (Version 1)

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by <u>Public Works and Government Services Canada</u>.

## 3.1 General Conditions

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from April 3, 2018 to October 19, 2018 inclusive.

#### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Deborah Cacciato Senior Procurement Officer Department Of Indian Affairs & Northern Development 10 Wellington, 13th Floor, Rm. 169 Gatineau, Quebec K1A 0H4

Telephone: (819) 956-3606

Email: deborah.cacciato2@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Project Authority

The Project Authority for the Contract is:

Benoit Labelle Financial Advisor Department of Indian Affairs & Northern Development 10 Wellington Gatineau, Quebec K1A 0H4

Telephone: (819) 635-2920 Email: <u>benoit.labelle@canada.ca</u>

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

Raymond Chabot Grant Thornton 116 Albert Street Ottawa, Ontario K1P 5G3

Attention: Jennifer Junop
Telephone: (613) 760-3500,
Email: @rcgt.com

## 6. Payment

#### 6.1 Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

## 6.2 Limitation of Expenditure

- 1. Canada's total liability under the Contract will not exceed \$130,312.50, GST or QST extra.
- 2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

## 6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

- All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- 2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

#### 6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

## Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

83	Visa	
W.	Mastercard	
M	X Direct Deposit	

#### 7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

#### 8. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

#### 9. Access to Canada's Facilities

- 1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
- Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
  - i. Designated User's premises;
  - ii. Designated User's computer systems (micro computer network);
  - iii. Documentation;
  - iv. Personnel for consultation; and,
  - v. Office space, telephones, desk space, manuals and terminals.
- 3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
- 4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

#### 10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification

C0705C

2010-01-11

**Discretionary Audit** 

## 12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- 1. The Articles of Agreement;
- 2. 2010B (2016-04-04) Conditions Professional Services (Medium Complexity);
- 3. Annex A Statement of Work;
- 4. Annex B Security Requirements Check List;
- 5. The Contractor's THS Supply Arrangement (SA) No. EN578-060502/331/ZT; and,
- 6. The Contractor's bid dated February 21, 2018.

#### ANNEX A

#### STATEMENT OF WORK

#### 1. BACKGROUND

The Department of Indian Affairs and Northern Development Canada (DIAND), Transfer Payments Advisory Services (TPAS) unit provides ongoing advisory and support services to clients, both internal and external to the Department, who are mandated to provide effective, high quality services which benefit the Indigenous communities it serves.

The Transfer Payments Advisory Services unit provides advisory and support services through the ongoing development and refinement of its policies, directives, guidebooks etc., and other related activities, including the:

- Development of National Funding Agreements Models
- Development of Guidelines, Information Bulletins and Best Practices
- · Enhancement of Stakeholders' Engagement
- Establishment of Funding Agreement Service Standards
- Grants and Contributions Information Management System (GCIMS)
- Integrated Management Control Framework for Grants and Contributions
- · National Monitoring, Compliance and Reporting
- National Oversight on Grants and Contributions Management
- Recipient Audit Plan
- National Transfer Payment Management Training

#### 2. SCOPE OF WORK

Duties may include but are not limited to undertaking:

- The development of policies, directives and related materials in alignment with the Government of Canada initiatives pertaining to the New Fiscal Relationship with Indigenous communities;
- Inter and intra-departmental consultations on policy related initiatives:
- Ongoing revision and refinement of DIAND's existing policy suite pertaining to Transfer Payments and Grants and Contributions management practices;
- Formulating of proposals for new government regulations, policies, directives and guidelines pertaining to Grants and Contributions management in alignment with the frameworks of Treasury Board Secretariat, Office of Auditor General, etc.;
- Providing advice regarding the financial and non-financial implications of changes in the Grants and Contributions programs;
- Providing advice and guidance to management on all matters pertaining to Grants and Contributions reporting, monitoring and control;
- Providing advisory services to ensure understanding, acceptance, uniform implementation and effectiveness of new or revised financial and operational management policies:
- Promoting acceptance of new grants and contributions practices, systems and procedures;
- Coordinating TPAS responses to the reports of the Auditor General or to internal stakeholders;
- Monitoring Grants and Contributions funding agreements to ensure that all terms and conditions are met:
- Support of the policy reviews pertaining to the predictability and sufficiency of funding as well as mutual accountability of Indigenous Recipients and the Department;

 Provide timely deliverables to a quality standard acceptable to the Department such as responses to client's requests; prepare PowerPoint presentations and/or decision notes to management, provide analysis, etc.

## ANNEX B

# SECURITY REQUIREMENTS CHECKLIST

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